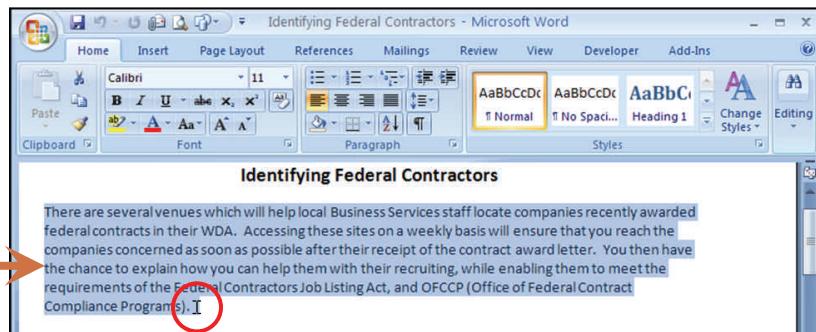




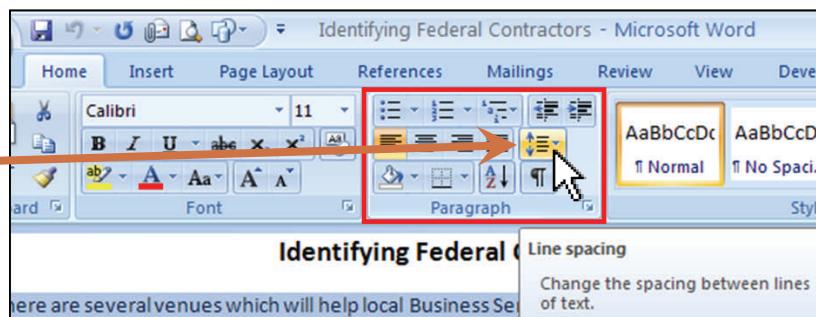
Changing Line Spacing in Word

This guide will show you how to change the line spacing for your Word 2007 document, by using commands in the MS Office Ribbon. You will learn how to use a drop-down menu and the mouse to change line spacing. You will also learn how to use keyboard shortcut keys to achieve the same changes in line spacing in Word documents.

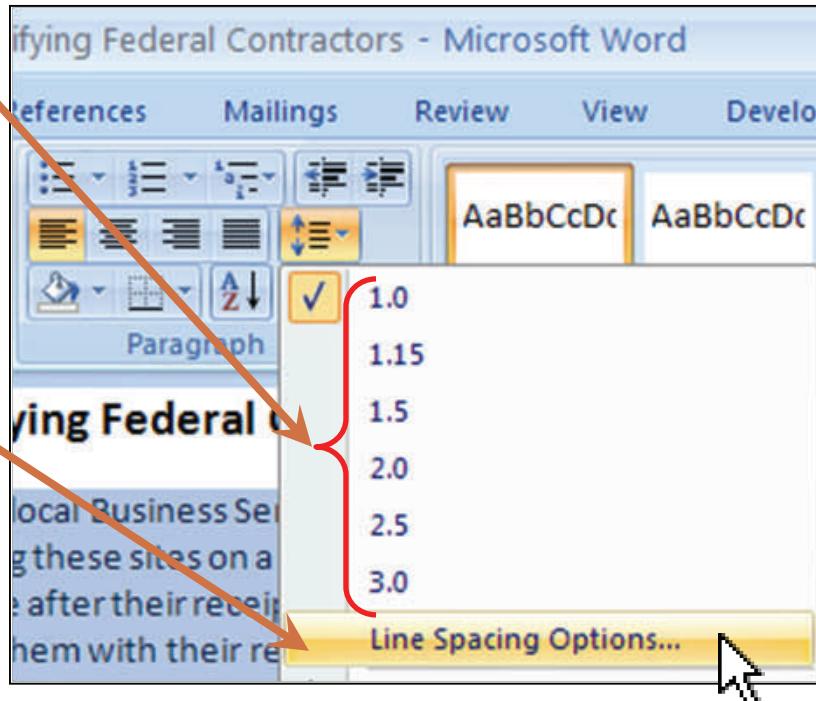
- 1.) My first step is to open up a Word document. I highlight the text I wish to apply spacing to by left-clicking on the mouse and dragging the cursor over the text.



- 2.) I go to the **Office Ribbon**; in the **Paragraph** group on the **Home** tab, I click on the line spacing icon — .

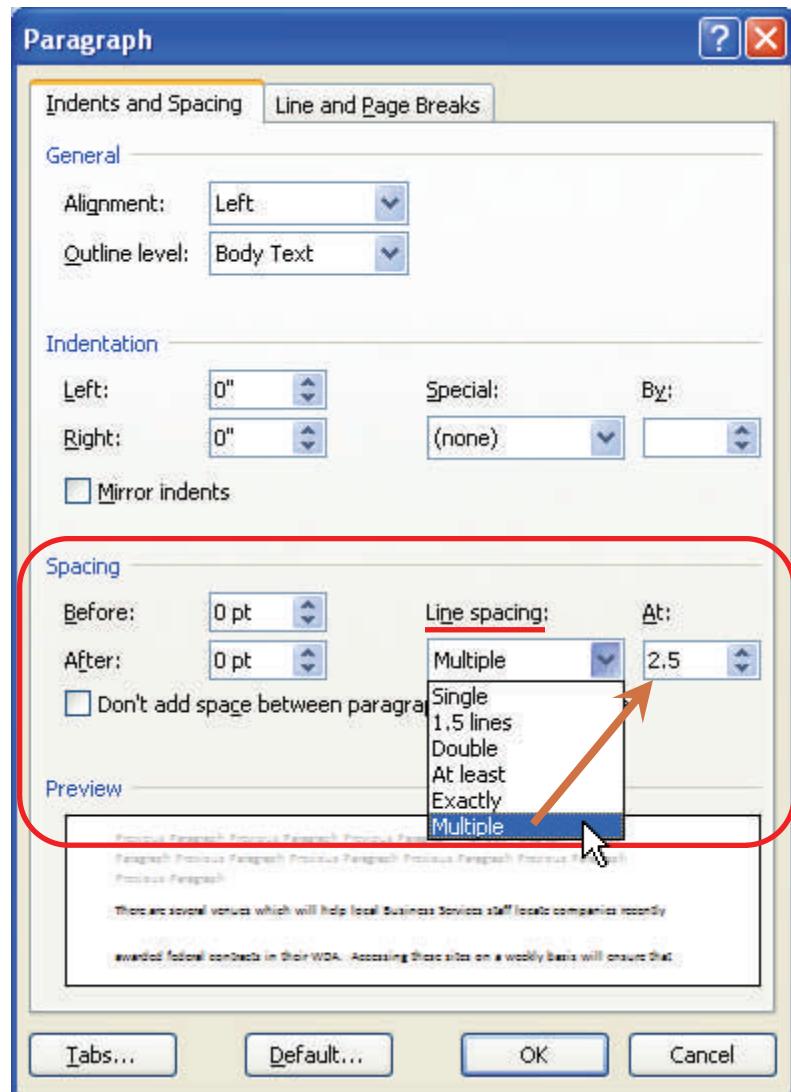


- 3.) To select one of the options, I simply click on it, and the text will be changed accordingly. If I want spacing other than the pre-set choices shown, I just click on "Line Spacing Options..."



4.) “Line Spacing Options” opens the dialog box at the right. In the **Spacing** section, under “**Line spacing**”, I have a total of six choices:

- Picking “**Single [line]**”, “**1.5 lines**”, or “**Double [lines]**” causes just that option to be applied to the selected text.
- The “**Multiple**” choice allows me to specify any multiple of .5 line, in the drop-down table of values to its right.
- Similarly, the choice “**Exactly**” also allows me to specify a value in the drop-down table, but at any amount, not just a multiple of .5 line.
- Lastly, choosing “**At least**” will impose a minimum line spacing, but allow other style considerations to increase this, when/if they apply.



(The above dialog box may be opened more directly by clicking the group expansion icon, , in the bottom right corner of the **Paragraph** group on the **Home** tab of the **Office Ribbon**.)



Keyboard Shortcuts for Changing Line Spacing

- 5.) Many of the above options can also be achieved with the use of keyboard shortcuts. After selection of text, I need only press the Control (**CTRL**) key and various number keys (above the letters on the main section of my keyboard, *not* the number keypad).

6.) For a sample text, I'll use the version on the right, with line spacing originally set at 1.15. Watch how the text changes with the following keyboard combinations:

Identifying Federal Contractors

There are several venues which will help local Business Services staff locate companies recently awarded federal contracts in their WDA. Accessing these sites on a weekly basis will ensure that you reach the companies concerned as soon as possible after their receipt of the contract award letter. You then have the chance to explain how you can help them with their recruiting, while enabling them to meet the requirements of the Federal Contractors Job Listing Act, and OFCCP (Office of Federal Contract Compliance Programs).

<http://www.defenselink.mil/contracts/> This site gives information in a summary each day, and is the

CTRL + 1, for single-line spacing. Notice that the vertical spacing is now tighter than the sample above.

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CTRL + 5, for 1.5-line spacing. In addition to spacing between the lines, notice that – because I've selected the last line of the paragraph – additional line spacing has been added *after* the paragraph.

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CTRL + 2, for double-line spacing. Again, notice the double space following the paragraph. (If I don't want that additional spacing, I simply don't select the last line of the paragraph to start with; I'll still get the same spacing *between the last two lines*. Try it and see!)

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CTRL + 0 (to add an additional half space *at the beginning* of the paragraph – may be used alone or in combination with any of the above options.)

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